

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



Director of Government and Public Affairs WATER DEPARTMENT

The City of Long Beach is seeking a highly qualified and experienced individual to direct the activities surrounding governmental and public affairs in the dynamic water industry.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2015-16 budget of approximately \$2.7 billion, with the General Fund budget totaling \$428 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



WATER DEPARTMENT

The Long Beach Water Department is a Commission-governed department of the City of Long Beach consisting of over 200 employees and operating with an annual budget of approximately \$120 million. Established July 1,

1911, by the City Charter, the Department's functions are to regulate and control the use, sale, and distribution of water owned or controlled by the City. In February 1988, the Department assumed the responsibility of the various functions of the City's sewer system, including operations and maintenance.

The Department's service area encompasses the boundaries of the City, an area of approximately 50 square miles, and includes a water distribution system of 907 miles with nearly 90,000 service connections, and a sanitary sewer system totaling 712 miles of sewer pipelines. In addition, Long Beach Water Department has a 62.5 million-gallon-per-day Groundwater Treatment Plant and Water Quality Laboratory considered one of the most modern facilities of its kind in the world.

Without water, Long Beach as we know it would cease to exist. Having an adequate supply of fresh water, made easily available at an affordable rate, is the cornerstone of any livable community, and keeping that water supply clear, safe, and constant increases quality of life. The swift removal of sanitary sewage from Long Beach residences and places of business is critical to the health of the City. Efficient, safe delivery of the City's wastewater to nearby wastewater treatment facilities is another valuable service of the Long Beach Water Department, provided at one of the lowest sewer rates in the United States.

THE POSITION

The Director of Government and Public Affairs (Director) reports directly to the Department’s General Manager and is an integral part of the Department’s executive team by serving as the principal liaison to the Executive and Legislative branches of the Federal and State government. The Director will interface with the Board of Water Commissioners, General Manager, City Manager, and City Council by collaborating on water industry related legislation impacting the City. The Director will be expected to track, analyze, and develop positions on pieces of legislations by fostering relationships with governmental agencies along with industry related, non-governmental and public interest organizations at the local, state, and federal level. In addition, the Director will be responsible for reporting to the Board of Water Commissioners on a bi-weekly basis on legislative initiatives and news events that may have an impact directly to the Department or the water industry as a whole.

The Director will manage all communications from the Board of Water Commissions and the Department to City officials, governmental agencies, non-governmental organizations, news media, community groups, and the general public. Such communications may in the form of print media, reports, memos, electronic means, etc... The Director will have oversight and direct the Department’s public programs and special events. When necessary, the Director will represent the Board of Water Commissioners before government, the media, Department customers, and the general public.

THE IDEAL CANDIDATE

The ideal candidate must demonstrate knowledge in the following areas: federal and state legislative and regulatory processes; governmental and legislative procedures; non-governmental organizational functions; third-party contracted governmental representation; media relations.

Experience + Education

1. Graduation from an accredited university or college with a Bachelor’s degree in Public Policy, Political Science, or a closely related field. Master’s degree in one these fields is preferred.
2. Five years of increasingly professional experience in policy development, intergovernmental relations, and public affairs. Qualifying candidates must be knowledgeable of legislative processes and demonstrate extensive knowledge in managing media relations.

Professional Attributes: The attributes that best describe the new Director of Governmental and Public Affairs:

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| ▪ Direct communicator with superior interpersonal skills | ▪ Ethical with a high level of integrity |
| ▪ Ability to foster relationships and build collaboration | ▪ Participative and inclusive management style |
| ▪ Creative, strategic thinker | ▪ Highly organized, multi-tasker |

SALARY + BENEFITS

The salary range for this position is \$129,500 to \$194,300. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **4:30 p.m. on Friday, February 12, 2016**. To be considered for this opportunity, applicants must submit resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Upon review of the resumes received, the Department will send a select number of candidates a supplemental questionnaire.

Resumes may be sent by regular mail, dropped off, or e-mailed to:

Long Beach Water Department
Attention: Ken Bott, Administrative Officer
1800 E. Wardlow Road
Long Beach, CA 90807
E-mail: kenneth.bott@lbwater.org

The City anticipates inviting a smaller group of finalists for further interview in **late February 2016**, with an appointment anticipated in **March 2016**, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.